

CITY OF
SAVANNAH, GEORGIA
www.savannahga.gov
REQUEST FOR QUOTATION

Address Reply To: Barbara Hayes, Buyer P.O. Box 1027 Savannah, Ga. 31402 912-651-6426 912-651-6855 FAX or email: barbara_hayes@ savannahga.gov	THIS IS NOT AN ORDER Quotation must be received NOT LATER THAN 1:30 PM October 10, 2005 at the office of the Purchasing Administrator, 3rd Floor City Hall Bull & Bay Streets, Savannah, Georgia.	REQUEST FOR QUOTATION NO. Q05.121 The Number Must Appear On All Quotations and Related Correspondence. DATE: October 4, 2005
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Request for Quotation Instructions

1. All shipments are to be F.O.B. Savannah, GA unless exception is so noted.
2. Quotations subject to terms set forth herein, are requested on the following list of materials, supplies or services.
3. Please quote on this sheet in spaces indicated.
4. Quotes for materials, supplies, vehicles, and/or equipment must be accompanied by Brochures, or copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles and/or equipment for which bids are made.
5. All information required by request for quotation must be complete to constitute a proper bid.
6. The City of Savannah is exempt, by law, from any and all federal and state taxes. Do not include taxes in your quotations. Tax exemption number is **025-813-7808**. Exemption certificate will be provided upon request.
7. Price Protection Period of ninety (90) days for all items desired from date of bid opening. Vendors are advised that prices in effect at time of bid shall apply and not be subject to revision at time of shipment.
8. The City reserves the right to split this award by line item if deemed to be in its best interest.

Local Vendor Preference: The City of Savannah has a local vendor preference policy which allows the lowest local bidder, (defined as within the incorporated City limits), within 1% or \$10,000, whichever is less, of the lowest non-local bidder, to match the bid submitted by the non-local bidder and therefore be awarded the contract.

The City of Savannah is soliciting quotations to enclose the front porch at the new Sanitation Office. An on-site pre-bid meeting will be held at the Sanitation Office located at 1325 Dean Forest Road, Savannah, Georgia on Friday October 7th at 9:00 AM.

Scope of Work to include but not be limited to the following: Frame up walls with 2 x 4 and treated sill plate; insulate walls; Install siding on exterior walls to match same as other exterior walls; Install drywall on interior ceiling and walls (including, mud, tape and sand); Trim as needed; Remove window and case out; Remove door and patch hinge cutouts; Install new 3' 0 x 7' 0 Bronze commercial door with threshold (including closer & lock); Install two new windows o match existing windows as close as possible; Paint interior and exterior of new work; Clean floor tile.

Permits: Contractor will be responsible for obtaining all required permits.

Insurance Requirements:

The Contractor does hereby covenant and agree to indemnify and save harmless the City of Savannah, its members and staff, from all fines, suits, claims, demands and actions of any kind and nature based upon or arising out of any or all of the operations to be performed by Contractor hereunder and as provided under Item 2.21.

Contractor shall maintain with insurance underwriters satisfactory to the City of Savannah a standard form policy or policies of insurance in the following amounts:

Comprehensive General Liability -

\$500,000 - General Aggregate Limit
\$500,000 - Products - Completed Operations Aggregate Limit
\$500,000 - Personal and Advertising Injury Limit
\$500,000 - Each Occurrence Limit
\$500,000 - Fire Damage Limit
\$ 5,000 - Medical Expense Limit (Any One Person)

Commercial Catastrophe (Umbrella) Liability - Shall be written for the following limits:

\$500,000 - Each occurrence for Bodily Injury and Property Damage
\$500,000 - Annual Aggregate

OCP – Owner’s and Contractor’s Protective Liability - Shall be written for the following limits:

\$500,000 - Each occurrence for Bodily Injury and Property Damage
\$500,000 - Annual Aggregate

Comprehensive Automobile Liability - Shall be written for all owned vehicles, non-ownership liability and hired vehicles and shall be written for the following limits:

\$500,000 - each occurrence for Bodily Injury and Property Damage

It is understood that the specified amounts of insurance in no way limit the liability of the contractor, and that contractor shall carry insurance in such amounts so as to indemnify and save harmless the City of Savannah, its members and staff, from all claims and suits, demands, and actions. Contractor shall furnish a certificate from the insurance carrier or carriers showing such insurance full force contract.

The contractor shall secure and maintain during the term of this contract, Workmen's Compensation for all of their employees connected with the work on this bid. Such insurance shall comply with the Georgia Workmen's Compensation Law.

Proof of coverage must be provided within ten (10) days of the City’s request.

A minimum of thirty (30) days prior to cancellation notice shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

ENCLOSE FRONT PORCH – SANITATION OFFICE PER ABOVE SPECIFICATIONS

TOTAL \$ _____

WE QUOTE YOU AS ABOVE

PLEASE COMPLETE THE FOLLOWING:

Warranty _____	Grand Total Price	\$ _____
Shipment can be made in _____ days after receipt of order		
	Discount 2%-15 Day	\$ _____
The Board of Purchase reserves the right to reject any and all bids and to waive formalities.	Or Net 30 Days	\$ _____ 0 _____
	Total Net Price	\$ _____

NOTE: If any part of these specifications tend to restrict bidding unnecessarily, it should be brought to the attention of the City Purchasing Director in writing at least two (2) days prior to the request for quotation opening date, if the complaint is to be considered.

Name of Company Title

Signature

Print Name

Fed Tax Id No.

Date

Address

City State Zip Code

Area Code & Phone Number

Area Code & Fax Number